



# Portia Precious Skosana

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Am looking for Administrative, receptionist and data capturing jobs.

I have knowledge and experience in the above mentioned positions.

I have communication, interpersonal, computer skills and I have the ability to work in a team.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Siyabuswa Mpumalanga
	Pretoria / Tshwane Gauteng
	Witbank Mpumalanga

## Contacts and general information about me

Gender	Female
Residential location	Matjhiding Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Company name	CMR NORTH
You were working at:	Administrators
Occupation	Administrative assistant
What you did at this job position?	Data capturing, filing archiving retrieving, photocopy, scanning, printing, typing, answering calls, receiving clients, directing calls and handling enquiries,

## Education

Degree Certificate  
 Educational institution Tshwane North College  
 Educational qualification N6 Certificate in business management  
 I could work An administrator, Administrative assistant, receptionist, data capturing, filing clerk, cashier, sales representative, telesales/marketer, marketing consultant, call centre

Educational period **nuo 2011.01 iki 2013.12**

Degree Grade 12 / Matric  
 Educational institution Sovetjheza Secondary School  
 Educational qualification Matric  
 I could work Cashier, sales agent, call centre and data capturer

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiNdebele	very good	very good	very good
Sepedi	good	good	do not know

**Computer knowledge**

I have knowledge and understanding of using Microsoft Office and outlook

**Recommendations**

Contact person Neo Mashao  
 Occupation Social worker manager  
 Company CMR NORTH  
 Telephone number +27 72 468 3794  
 Email address neo@cmrn.co.za

**Additional information**

Your hobbies Walking, watching TV and excersing  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2022-03-00 (2 years)  
 Salary you wish R6000 R per month  
 How much do you earn now R0:00 R per month